

15. BASIC FUNCTION OF THE POSITION

The incumbent is one of three procurement agents providing procurement and contracting support for the Embassy and associated ICASS agencies and reports directly to LES Procurement Supervisor. The incumbent processes acquisitions from GSA, GSA-approved contracts, Department of State approved contracts, or conducts open market negotiations for the overseas and local purchase of photocopiers, large equipment and supplies (for Facilities Maintenance, Property Management, Garage, etc.), spare parts tools, appliances (ceiling fans, vacuum cleaners, split units, microwaves, refrigerators, stoves, dryers, washers, etc. for offices and residences), security supplies and equipment, gratuities, welcome kits supplies, invitational cards, subscriptions, books, safety supplies, medical supplies. The incumbent is also in charge of all Embassy CODELs and VIPs services (interpretation, car rental, translation equipment, etc.). The incumbent exercises considerable judgment and initiative and works relatively independently to process procurement requests. S/he has a direct impact on efficiently and timeliness of Mission operations – by conducting thorough market research, the incumbent ensures efficient use of limited budgetary resources. The value of a single contract/purchase order processed can exceed \$50,000 and annual contracts/purchase orders prepared may exceed \$2 million.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Procurement of Local and overseas Goods and Services

55%

- Receives, reviews and executes requests for GSA, GSA contract, Department of State-approved contract, overseas or local market goods and services from the ICASS agencies at Post, as assigned by the Contracting Officer and Supervisor and in accordance with U.S. Government regulations;
- Analyzes requests and seek clarification from requestor as necessary; confirm local market availability;
- Assists requesting offices in determining the most economical and effective way to complete the required job within the requesting office's budget; provide requesting agencies with expert opinions, price estimates, descriptions and other procurement information as obtained through market research;
- Expeditiously transmit requests for proposals and quotations to suitable, reputable vendors in person, mail, by phone or fax;

- Evaluates vendor quotations based on the requirements and terms dictated by the requesting office and purchase documents; negotiate best and final prices and terms per USG regulations and knowledge of market conditions; and determine contractor service value and product service reliability relative to cost;
- Prepares final purchasing documents (purchase order, blanket purchase agreement, requisition order, visa card order, delivery order or GSA-FedStrip) for Contracting Officer signature and FMO funding; execute purchase awards based on Contracting Officer approval;
- Prepares competition and evaluation reports on each purchase for review by Supervisor and Contracting Officer;
- Verifies local vendor invoices for correctness and send to FMO for payment;
- Refers vendor inquiries on invoice payment to the FMO and coordinates response to vendor with FMO as needed;
- Conducts follow-up activities, as required, to ensure completion of each procurement request, from vendor confirmation of receipt of order, to delivery, and final payment and help settle any disputes or misunderstandings that may arise between vendors and customers. Periodically solicits feedback from customers on quality of materials/service received to improve future vendor selection.

Market Research

25%

- Assists Procurement Supervisor in researching and evaluating local market conditions and economic factors for supplies, equipment, materials and/or services;
- Establishes and maintains effective working relationships and communication with local market vendors supplying items in portfolio, as well as a library of catalogues and computerized vendors lists;
- Interviews vendors in person or by telephone to obtain information relative to product, price and ability of vendor to produce product, service and delivery date. Conducts briefings on U.S. Government payment terms and other requirements to determine which vendors can best comply;
- Coordinates findings, recommendations and written reports with the Procurement Supervisor;

15. Qualifications Required For Effective Performance

a. Education

Bachelor's degree in linguistics, liberal arts, history, business, management, marketing, accounting, information technology, computers, public administration, economy, literature, or law is required.

b. Prior Work Experience

One to two years experience working with the U.S. Government or other commercial enterprise providing experience with customer service, sales/purchasing, or with an industry listed in the basic positions description (heavy equipment, office supplies, motor vehicle parts, etc.) is required.

c. Post Entry Training

Must complete the on-line purchase card training in order to become a purchase card holder. Must attend commercial items acquisition/ simplified items acquisition training (1 week course or online equivalent) as soon as available. Must read A/OPE Cookbook on chapters regarding commercial and simplified acquisitions. Must complete other job-related on-line training courses (ILMS ARIBA, etc). Formal training may be required contingent on timing and funding.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level S-4, R-4; French level S-4, R-4 and Arabic S-3, R-3 required.

e. Job Knowledge

Administrative and clerical procedures/systems; computer work processing and spreadsheet programs such as Word and Excel; Use of the internet for research and commerce; customer service; local market commercial practices. Familiarity with U.S. Government and Department of State rules and regulations required.

f. Skills and Abilities

Critical thinking - using logic and reasoning to identify strengths and weaknesses of alternative solutions; Judgement and Decisionmaking - considering the relative costs & benefits of actions to choose the most appropriate one; Time Management - ability to manage one's own time effectively; Negotiation - bringing others together and trying to reconcile differences. Writing-communicating effectively via written correspondence in French and English, are required. Should have motor vehicle license.

16. Position Element

a. Supervision Received

Reports to the locally employed Procurement Supervisor. Incumbent must exercise excellent initiative and judgement in independently performing all steps to awarding, administering and closing out or terminating all types of acquisition actions.

b. Supervision Exercised

Indirect supervision of the performance of vendors and contractors.

c. Available Guidelines

Procurement guidelines - 14 FAM 200, Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations, (DOSAR), A/OPE internet resources, supervisor and/or A/OPE desk officer guidance, telegrams.

d. Exercise of Judgment

Used in prioritizing procurement requests, negotiating with vendors, oversight of subordinates work, selecting type of procurement and source and following up on orders.

e. Authority to Make Commitments

The incumbent will have considerable authority to negotiate prices, terms, and conditions of acquisitions on behalf of the U.S. Government, but does not have the authority to commit U.S. Government funds or resources.

f. Nature, Level, and Purpose of Contacts

Constant interaction with all Embassy colleagues - American and local hire, local contractors and vendors, Department of State colleagues in Washington, D.C., regional offices (RPSO, ELSO), other embassies, U.S. and third-country based contractors and vendors.

g. Time Expected to Reach Full Performance Level

One year